



## SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



**DO NOT USE FOR**

\* Contractor  
vehicle permit

**OR**

\* Single Day  
Temporary Parking  
Restriction  
Request

### DIRECTIONS

#### Step One:

- If this request involves closing a street  
Contact Lafayette Police – Special Operations Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room,  
Riehle Plaza, or John T. Myers Pedestrian Bridge  
Contact Facilities Department for availability / 765-807-1323

#### Step Two:

- Complete and submit this application to Lafayette Clerk's Office  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1021

### User Information *2<sup>nd</sup> Friday of every month*

Date of Event: *3/11, 4/8, 5/13, 6/10, 7/8, 8/12, 9/9, 10/14, 11/11 + 12/9* Time: From: *5* am/pm to: *7* am/pm

Name: *Lon Walters* Organization: *Faith Community Development Corp.*

Street Address: *5525 State Rd. 26 E*

City: *Lafayette* State: *IN* Zip Code: *47905*

Contact person(s): *Curt + Jolinda Stagers* Phone Number(s): *765-491-1167*

Email: *stagers4@midtel.net*

Event Description: *Monthly Lincoln Neighborhood Gatherings*

Caterer: *N/A* Caterer's Phone Number: \_\_\_\_\_

### This event will utilize the following venues (check all that apply):

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge  
☐ City Right-of-way ☒ City Street ☐ Sidewalk ☐ Other \_\_\_\_\_

### This event will include the following elements (check all that apply):

Estimated Attendance: *75* ☐ Private Trash Hauler (must be removed by 8am following day)

☒ Street/Sidewalk/Right-of-way restriction or closure ☒ Food or Beverages

☒ Restroom Facilities (required for events 4+ hours) ☐ Tents/Canopies

☐ Alcohol (security is required) ☐ Security (required when serving alcohol)

**Not sure if you need an A&E Permit? Go to:**

☐ Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>

☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other \_\_\_\_\_

### Optional Equipment & Services:

- ☐ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☐ City Equipment: Trash totes, other \$25

### Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days		42 days	
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

### Application submittal checklist

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☒ Good Neighbor letter to neighboring properties (11/9/22) **(send or deliver to neighbors 7 days prior to Board of Works hearing)**
- ☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☒ Receipt – payment made to City of Lafayette
- Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
  - Permit Fee: \$ 25 (fee waived when renting Depot)
  - Rental Fee: \$ \_\_\_\_\_
  - Equipment & Services: \$ \_\_\_\_\_ (optional)
- ☒ Certificate of Insurance
- ☐ Amusement & Entertainment Permit # \_\_\_\_\_
- Not sure if you need an A&E Permit? Want more information? Go to:  
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☒ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☐ Board of Public Works and Safety meeting (if required)



## USER AGREEMENT:

**INDEMNIFICATION AND RELEASE.** In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: \_\_\_\_\_

Date: \_\_\_\_\_

"User"

By: Lori Walters  
Signature

Printed: Lori Walters

Date: 1/10/2022

Faith Community Development Corporation  
5526 State Road 26 E.  
Lafayette, IN 47905



January 19, 2022

Dear Board of Works:

Faith Community Development Corporation and the Hartford Hub are holding some upcoming free activities in the Lincoln neighborhood. The goals of these activities are to give the neighborhood children something safe and productive to do as well as give the neighborhood residents a chance to get to know one another better.

**Lincoln Neighborhood Gatherings are on the 2nd Friday of each month (3/11/2022, 4/11/2022, 5/13/2022, 6/10/2022, 7/8/2022, 8/12/2022, 9/9/2022, 10/14/2022, 11/11/2022, and 12/9/2022) from 5 PM- 6:30 PM (with set-up 4:30-7 PM)**

The Hartford Hub staff and volunteers will hold meals and gatherings for the whole lower Lincoln neighborhood complete with food and activities.

These events will be held at the Hartford Hub and in the Lincoln Neighborhood Park. We are requesting that the Lafayette Board of Works grant us permission to close the portion of Hartford Street from the alley to 6<sup>th</sup> Street during the times listed above. The street closing will still allow access to the alley that runs between 6<sup>th</sup> and 7<sup>th</sup> Streets and will not block anyone's access to their house, driveway, or parking. Since this event is for the neighborhood residents, we anticipate participants walking to this event so increased traffic and parking needs are not likely.

The Good Neighbor letters have been distributed as well. Thank you for your consideration.

Regards,

A handwritten signature in blue ink, appearing to read "Lori Walters", is written over the typed name.

Lori Walters, Director of FCDC, 765-448-1986, [lwalters@faithlafayette.org](mailto:lwalters@faithlafayette.org)



Faith Community Development Corporation  
5526 State Road 26 E.  
Lafayette, IN 47905



January 19, 2022

Dear Neighbor,

This is written notice that we are holding some upcoming free activities in your neighborhood this year. The goals of these activities are to give the neighborhood children something safe and productive to do as well as give the neighborhood residents a chance to get to know one another better.

**Lincoln Neighborhood Gatherings are on the 2nd Friday of each month (3/11/2022, 4/11/2022, 5/13/2022, 6/10/2022, 7/8/2022, 8/12/2022, 9/9/2022, 10/14/2022, 11/11/2022, and 12/9/2022) from 5 PM- 6:30 PM (with set-up 4:30-7 PM)**

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Any questions or concerns can be submitted to me or the City Clerk's office either prior to or at the Board of Works hearing that will consider our application for the permits to hold these events. The Board of Works hearing will be in the City Council Chambers on the First Floor of City Hall which is located at 20 N. 6<sup>th</sup> Street, Lafayette 47901. The City Clerk's office is also in City Hall. Its phone number is 765-807-1021, and its website is [www.lafayette.in.gov/cityclerk](http://www.lafayette.in.gov/cityclerk).

As a reminder, the next Lincoln Neighborhood monthly meeting will be February 2 at 6 PM at the Hartford Hub. Among the various neighborhood topics that will be covered, we'll be discussing the above events, future plans, and the strategic planning opportunity the Lincoln neighborhood has in 2022. We value your input and hope you can come to the meeting.

Regards,

A handwritten signature in black ink, appearing to read 'Lori Walters', is written over a horizontal line.

Lori Walters, Director of FCDC, 765-448-1986, [lwalters@faithlafayette.org](mailto:lwalters@faithlafayette.org)

7<sup>th</sup> Street

7<sup>th</sup> Street

alley



Hartford  
Hus

Requested Closure

Hartford Street

Neighborhood  
Project

6<sup>th</sup> St





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/13/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Mitchell Agency, Inc. 2800 Ferry St Lafayette IN 47904	<b>CONTACT NAME:</b> Julie Anwander	<b>FAX (A/C, No):</b> 765-742-4077	
	<b>PHONE (A/C, No, Ext):</b> 17657421135	<b>E-MAIL ADDRESS:</b> jra@mitchellagcy.com	
<b>INSURED</b> Faith Church of Lafayette Inc Faith Christian School Inc Faith Community Development Corp 5526 State Road 26 E Lafayette IN 47905	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A : SELECTIVE INSURANCE COMPANY</b>		12572
	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
<b>INSURER F :</b>			

**COVERAGES****CERTIFICATE NUMBER:** 149145282**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		S 2197157	11/1/2021	11/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			S 2197157	11/1/2021	11/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			S 2197157	11/1/2021	11/1/2022	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC 9053756	11/1/2021	11/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate Holder is a General Liability Additional Insured CG2010. Events from March 1, 2022 - December 31, 2022.

**CERTIFICATE HOLDER****CANCELLATION**

City of Lafayette  
20 N 6th St.  
Lafayette IN 47901

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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MISCELLANEOUS PAYMENT RECPT#: 3053891  
City of Lafayette, IN  
20 N 6th St  
Lafayette IN 47901

DATE: 01/20/22  
CLERK: sscott  
CUSTOMER#: 999  
MISC CUSTOMER  
COMMENT: FAITH CDC

TIME: 10:21  
DEPT:

CHARGES:  
APG1 APPLICATION FEE 25.00  
AMOUNT PAID: 25.00

PAID BY: LORI WALTERS  
PAYMENT METH: CREDIT CARD  
MC#1055 EX 0422

REFERENCE:

AMT TENDERED: 25.00  
AMT APPLIED: 25.00  
CHANGE: .00